

Carmen Roman, M.D.  
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**Missed and Late-cancelled Appointment Policy**

Time is a most valuable commodity. Please respect my time by keeping your appointments. If you choose not to or are unable to keep your appointment and you miss or cancel at the last minute, I cannot recover the time. Please notify me at least 24 hours in advance if you will be unable to keep an appointment.

If you miss an appointment or you do not give 24-hour notice to cancel or reschedule, you will be charged a missed-appointment fee of \$100. A cancellation not made at least 24 hours before the scheduled appointment will be considered a missed appointment.

Missed-appointment fees will not be billed to your insurance company. Insurance companies do not pay for missed or late-cancelled appointments.

If you are unable or choose not to keep your scheduled appointment, please call as soon as possible, as your early notification will allow me to schedule another patient in at your appointment time.

Thank you.

Carmen Roman, M.D.

Acknowledgement:

Patient Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_